



Greenwood School Attendance Policy

Date of Policy Issue/Review	Sept 2025	Sept 2026
Name of Responsible Manager	Stuart Curtis	
Signature of Responsible Manager		

1. Rationale

For a student to reach their full educational achievement a high level of school attendance is essential. We at Greenwood are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school so successful. Every student has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

All permanently excluded students educated at Greenwood will be offered a bespoke educational programme that may include work experience or college placements. The composition of the programme will be subject to review and negotiation through regular meetings and conversation between parents and the school.

It is our duty to consistently strive to achieve a goal of 100% engagement in their provision for all our students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

For our students to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines students develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

2. Legislation & Guidance

This Policy meets the requirements of the DfE's statutory guidance on school attendance in relation to parental responsibility. It also takes into account the [Equality Act of 2010](#).

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

[Working together to improve school attendance \(August 2024\)](#)

3. Linked Policies

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This attendance policy should be read in conjunction with the following school policies:

- Child Protection policy
- Safeguarding policy
- SEN policy
- Teaching and Learning policy
- Student Needs & Relationships policy.

4. Benefits of attendance

4.1 Good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%.
- regular attenders make better progress, both socially and academically.
- regular attenders find school routines, school work and friendships easier to cope with.
- regular attenders find learning more satisfying.
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Nationally in 2023, while 78% of all children who were rarely absent in Year 10 and 11 passed at least 5 GCSEs including English and maths, only 36% of children who were persistently absent (80% or lower) in both years and just 5% of children who were severely absent in both years reached this same standard.

4.2 Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- provide information on all matters related to attendance in our regular newsletter/website.
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- celebrate good attendance by displaying individual and class achievements.
- reward good attendance.
- reward good or improving attendance through class competitions, certificates and outings/events.
- set targets for the school and for classes for attendance and display these in the school.
- allocate time when parents/carers, students and staff can work together on raising attendance levels across the school.

5. Roles and Responsibilities

5.1 Responsibilities of the School Attendance lead

The Head of School (HoS) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. They will also ensure that attendance is both recorded accurately and analysed. The HoS will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. The HoS will lead weekly Attendance briefing where individual student cases can be discussed and relevant actions approved.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

5.2 Responsibility of the Management Committee & Executive Headteacher

The Management Committee & Executive Headteacher are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the Executive Headteacher to account for the implementation of this policy

There is no one member of the Management Committee with direct oversight of Attendance. However attendance does form part of the Safeguarding Link Governor (Kathryn Marshall) and Behaviour & Attitudes Link Governor (Paul Barrett) remit.

5.3 Responsibilities of the Head of School

The Head of School is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising the [deputy headteacher/assistant headteacher] to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

5.4 Responsibilities of Greenwood staff

- Make 100% engagement in a students provision the expectation.
- Ensure that all students are registered accurately on SIMS, to include students attending alternative provisions and home tutored students.
- Record contacts to and from parents regarding attendance on CPOMS
- When a student is late follow school protocols.
- Be professionally curious when reviewing student attendance in relation to engagement
- Promote and reward good attendance with students at all appropriate opportunities.
- Liaise with the attendance lead on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support students with absence to engage with their learning once they are back in school.

5.5 Responsibilities of students

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time in appearance acceptable to the school policy.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

5.6 Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents will:

- inform the school on the first day of absence by 9.15am.
- discuss with the HoS, or other relevant staff member, any planned absences well in advance.
- support the school with their child in aiming for 100% engagement in their provision each year.
- make sure that any absence is clearly accounted for by telephone on the first and subsequent days of absence, or by letter if a phone is unavailable.
- avoid taking their child out of school for non-urgent medical or dental appointments. Where it is not possible, please provide the school with an appointment card/letter.
- only request leave of absence if it is for an exceptional circumstance.
- Ensure their child has arrived at school by 8.45am each day. Any student who has not arrived at 8.45am is, by definition, late.

Her Majesty's Inspectors define unauthorised absence as:

'Absence from School for any period as a result of a pre-meditated or spontaneous act by the student or parent or both. This includes parentally condoned absence.'

Examples of parental condoned absences include absences when:

- A parent is ill,
- A parent is using the student as a child minder,
- A student is supporting other members of the family,
- A parent wants company,
- A parent 'gives in' to a student who wants to stay at home,
- It is a student's birthday,
- A parent does not care whether the student attends school,
- A parent has taken the student shopping,
- A parent cannot control the student,
- Family holidays/celebrations.

The School will determine whether an absence is authorised or unauthorised on a case by case basis. All unauthorised absence will appear on the student's record, reported to the education authority and included in Government data. Schools may be asked to provide a child's attendance to Children's Services Department if requested.

6. Recording attendance

Legally the register must be marked twice daily. This is once at the start of the school day, **8.45am**, and again for the afternoon session at **11.35pm**.

Any students who are educated offsite and having either home visits, CBT or other interventions will have their attendance recorded by Admin staff after the staff involved with the student inform reception on the day of the level of engagement. The student's attendance will then reflect the level of engagement in line with their appropriate approved provision. Students on Tute Education will be visited once a week and their attendance will be sent from Tute Education on a weekly basis. Students on Tute Education will be C2 coded unless it is the home visit.

Any other students accessing alternative provisions will be checked on by Admin staff who will call the provision within an hour of the stipulated start, to see if the student has arrived and engaged.

7. Reduced Hours Provision

Where it is in the students best interests and Greenwood and the parents are in agreement then students may be placed on to a Reduced Hours Provision (RHP) timetable. All RHP are regularly reviewed in the Schools weekly Referrals Meeting. This helps to ensure all students have the provision which supports their progress most effectively. Where students are seen to not be accessing their provision fully then changes can be made and or parents brought into the school to revise the provision. All RHP's are reported to Hampshire County Council with any changes and end dates made clear. Where a student has been placed on a RHP the time that they are not accessing their provision will be marked as authorised absence.

8. Lateness/punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at **8.45am** and all **students are expected to be in school at this time**. The morning registration timeframe starts at **8.45am** and it closes at **9.15am**.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded *U* in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M*. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Students who are consistently late are disrupting not only their own education but also that of the other students. Ongoing and repeated lateness is considered as **unauthorised absence and will be referred to the Legal Intervention Team and may be subject to legal action** (see the County Council Code of conduct for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered.

If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school will refer the parents/carers to the Hampshire County Council Legal Intervention Team. The School will work with the parents, student and the Legal Intervention Team to ensure an improvement in attendance.

9. What to do if my child is absent?

9.1 Understanding types of absence

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes but is not restricted to: parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

9.2 First day absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If a child is absent from their provision, parents must:

- contact the school by telephone as soon as possible on the first day of absence, ideally before 9.15am.

If your child is absent from their provision we could:

- telephone you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance. We may invite you into school for an Attendance Review meeting to discuss the situation with our Head of School if absences persist.
- refer the matter to the Hampshire County Council's Legal Intervention Team if absence is unauthorised and the parents and child are not working to improve attendance with the school.

9.3 Third day absence

If your child is still absent from their provision on the third day, we will either or do all:

- Send a text asking parents to contact the school.
- Send a letter asking you to contact the school that day.
- Send an appropriate member of staff to make home visit.
- Invite you in to discuss the situation with our Head of School.
- Contact associated professionals where applicable i.e, YOT or Social Worker

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and home visits by appropriate staff.

9.4 Children Missing Education Service

We have a legal duty to report the absence of any student who is absent without an explanation for 20 consecutive days. If the child is not seen and contact has not been made with the parent/carer, then the local authority is notified that the child is a Pupil Missing Out on Education.

This would apply to a pupil:

- Granted leave of absence by the headteacher, who then fails to return to school within 10 days immediately following the expiry of the agreed period.
- that has been continuously absent from school for 20 school days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason.
- who has accepted a place on roll but does not attend for the first day or subsequent 20 days (40 consecutive sessions in total)

children at risk of missing education

Please help us to help you and your child by making sure we always have an up-to-date contact number. It is very important that we can always contact parents/carers in the event of an emergency. There will be regular checks on telephone numbers, named contacts and emails throughout the year.

9.5 Continued or ongoing absence (Persistent or Severe)

If your child misses 10% or more schooling across the school year, for whatever reason, they are defined as *persistent absentees*. If a student misses 50% or more of school it is then classed as *severe absence*. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. Where absence is authorised, the school will expect the student to keep up their studies and parents must continue to provide relevant absence certification and maintain regular contact with the school. If your child has had absence and their attendance level is falling we will contact you and, depending on the reasons for the absence, will support parents/carers and students into improving their absence. This could include a variety of strategies designed to improve students attendance according to individual needs.

9.6 Absences from the school site (which are not classified as absences)

The HoS will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

9.7 A welcome back

It is important that on return from an unavoidable absence all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date with any information that has been passed to the other students.

10. Request for leave of absence

Amendments to school attendance regulations were updated and enforced from September 2022: The Education (Pupil Registration) (England) Regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining *exceptional* are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family.

There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form (available from reception/form tutor in advance and before making any travel arrangements).

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in *Hampshire County Council's Attendance Guidance for Parents*, parents/carers will be referred to the Inclusion Support Service will work with the school to issue with a penalty notice, or other legal action in accordance the guidance.

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

11. Penalty Notices for non-attendance and other legal measures

The Executive Headteacher (or Head of School, Assistant Headteacher), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

12.1 Legal measures for tackling persistent absence or lateness

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

1. The child or family do not require the support from any agency to improve the attendance.
2. The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The following legal measures will be used for students of compulsory school age who are registered at a school:

- **Attendance Contracts**
 - Parenting contracts set at Education Planning Meetings
 - Parenting orders
 - Penalty Notices
 - Education Supervision Orders
 - Prosecution.

Where a child has unauthorised absence the school will follow Hampshire County Council's *Code of conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from:

<https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance/resources-for-schools?filter=.Attendance>

12. School Absence

13.1 My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Contact Greenwood Schools reception and they will have the appropriate member of staff talk to you and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

13.2 What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

13.3 Emotionally Based School Avoidance (EBSA)

Emotionally Based School Avoidance is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school. There is no single cause for EBSA and there are likely to be various contributing factors for why a young person may be finding it difficult to attend school.

Kearney and Silverman's (1990) review of the literature indicates that there tends to be four main reasons for school avoidance:

- 1 To avoid uncomfortable feelings brought on by attending school, such as feelings of anxiety or low mood.
- 2 To avoid situations that might be stressful, such as academic demands, social pressures and/or aspects of the school environment.
- 3 To reduce separation anxiety or to gain attention from significant others, such as parents or other family members.
- 4 To pursue tangible reinforcers outside of school.

In cases of EBSA Greenwood School will refer to the Hampshire County Council Documents which the above information is taken from and can be found Appendices.

13.4 Leavers

If your child is leaving our school (other than when leaving at the end of Year 11, parents are asked to:

1. Give the school comprehensive and up to date information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing

If students leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

13.5 Absence through child participation in public performances, including theatre, film or television work and modelling

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Executive Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Executive Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

13.6 Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Executive Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Executive Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

13.7 Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

13.8 Study Leave

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. Study leave will be granted on a case by case basis if appropriate for the individual student during this period. Study leave can only be approved by the Executive Headteacher of Greenwood School.

13.9 Teenage Pregnancy

Support will be directed to keeping a student in school and, wherever possible, her return to full-time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised. Where a student is a father of a new born child any absence should be requested through the normal application process and then approved or denied by the Headteacher.

13. Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups or microfiche copies.

15. Useful documents

- APPENDIX A: Attendance Codes
- APPENDIX B: Leave of Absence Request
- APPENDIX C: Reply to Leave of Absence Request
- APPENDIX D: EBSA Guidance
- APPENDIX E: EBSA Student support
- APPENDIX F: EBSA Parental support

Date of Policy: September 2025
Date of Review: September 2026

Signed:

Management Committee Chair.....

Executive Headteacher.....

Appendix A: Attendance codes

The following codes are taken from Working Together to Improve School Attendance

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the Local Authority. Schools must also record the nature of the provision	• Attending courses at college • Attending unregistered alternative provision such as, home tutoring
P	Sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity
V	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – leave of absence		
C	Leave of absence for exceptional circumstances Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
E	Excluded	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
J1	Interview	Attending an interview for employment or for admission to another educational institution
M	Medical appointment	Attending a medical or dental appointment
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them
X	Non-compulsory school age pupil not required to attend school	

Code	Definition	Scenario
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
Y1	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the pupil's home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
Y5	Unable to attend as pupil is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.

Code	Definition	Scenario
Unauthorised absence		
G	Unauthorised holiday	Holiday not granted by the school
N	Reason for absence not yet established	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrival after registration	A pupil has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
Administrative Codes		
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station

Appendix B: Leave of absence request form

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____ School(s): _____

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times _____

☐ A personal discussion with you is requested. Please contact: _____

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required):

Appendix C: Reply to leave of absence request

Dear Parent's name,

RE: Absence during term time – Child Name (Child DOB)

Thank you for your application for absence in term time for Child's name. Whilst we appreciate your circumstances, **School Name** do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education.

The rationale behind this decision is that the Government has provided evidence that satisfactory progress at school is highly dependent on attendance.

School Name works closely with the Inclusion Support Service and if you choose to take your child out of school for the above unauthorised leave, we will notify the local authority and further action including legal action may be considered.

Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action be taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

I have noted the dates that Child Name will be absent from **School Name**, Dates of leave and the registers will be marked with the G code (unauthorised family holiday) for this period.

If you would like to discuss the matter further, please contact the school on **School Phone Number/contact details**.

Yours sincerely

Headteacher